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ABSTRACT

Information on off-campus credit courses and degree programs is presented in statistical tables and narrative summaries that cover: enrollments by campus and type of site, enrollments by major field of study, and types of faculty teaching off-campus courses or programs. Off-campus instruction was offered by six Maryland community colleges, seven state colleges and universities, and eight private colleges and universities. Of the 28,526 off-campus course enrollments, 32 percent were at the community colleges, 14 percent at state colleges and universities, 23 percent at the University of Maryland, and 31 percent at private colleges and universities. Lower-division fields with the largest number of off-campus students were letters, social science, data processing, and business technology. Upper-division fields with the largest number of off-campus students were business, psychology, and computer science, while graduate fields with the largest number were education, business, engineering, and psychology. Sixty percent of the off-campus courses were offered at educational sites, and 55 percent of the courses were taught by regular faculty. The survey questionnaire and instructions are appended. (SW)

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OFF-CAMPUS CREDIT INSTRUCTION OFFERED BY MARYLAND INSTITUTIONS DURING ACADEMIC YEAR 1983-1984

STATE BOARD FOR HIGHER EDUCATION
Division of Institutional Approval and Evaluation
16 Francis Street
Annapolis, Maryland

January, 1985

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PREFACE

This report presents information on off-campus credit courses and degree programs offered by Maryland institutions of higher education. The information contained in this report was collected through a survey distributed through the segments to all Maryland colleges and universities. The report covers academic year 1983-84. Information was collected from the community colleges only for those sites outside of their counties. Comparable data regarding courses offered by out-of-state institutions are also collected and published by the SBHE.

Section One contains information on enrollments by campus. Section Two contains information on enrollments by major field of study. Section Three contains information on enrollments by type of site. Section Four contains information on types of faculty teaching off-campus courses or programs and the sites can be obtained from the Division of Institutional Approval and Evaluation/Equal Educational Opportunity. Appendix A includes the survey form used.

This publication was prepared by the Division of Institutional Approval and Evaluation/Equal Educational Opportunity. Dr. Joseph T. Durham, Director, compiled and analyzed the data.

Sheldon H. Knorr
Commissioner

OVERVIEW

- During academic year 1983-1984, six community colleges (Catonsville, Cecil, Community College of Baltimore, Dundalk, Essex, and Montgomery-Rockville), seven state colleges and universities (Bowie, Coppin, Frostburg, Salisbury, Towson, University of Baltimore, and Morgan), four campuses of the University of Maryland (UMAB, UMCP, UMES, UMUC), and eight independent colleges and universities (Capitol Institute, Columbia Union, Hood, Johns Hopkins, Loyola, Mount St. Mary's, St. Mary's Seminary and University, and Washington Bible College), offered off-campus instruction.

- Of the 28,526 off-campus course enrollments (enrollment figures are not unduplicated) 32% were in the community colleges, 14% were in the state colleges and universities, 23% were in the Univerity of Maryland, and 31% were in the independent colleges and universities.

- At the lower division level the fields with the largest number of students were Letters, Social Science, Data Processing and Business Technology; at the upper division the fields were Business, Psychology, and the Computer Science; at the graduate level the fields were Education, Business, Engineering, and Psychology.

- Sixty percent of the off-campus courses were offered at educational sites and twenty-six percent were offered at miscellaneous sites.

- Fifty-five percent of the off-campus courses were taught by regular faculty as a part of their regular instructional responsibilities.

OFF-CAMPUS ENROLLMENTS BY CAMPUS

Table 1 shows that of the 28,526 off-campus course enrollments during academic year 1983-1984, 32% were in the community colleges 14% were in state colleges and universities, 23% were in the University of Maryland, and 31% were in the independent colleges and universities. Enrollments are not unduplicated. Students may have enrolled in more than one course.

At the lower division level, (freshman and sophomore level) of the 11,408 course enrollments, 81% of the course enrollments were in community colleges, 11% were in state colleges and universities, 4% were in University of Maryland and 4% were in independent colleges and universities.

The University of Maryland accounted for 70% of the 5,073 course enrollments at the upper division level (junior and senior level). The independent colleges and universities accounted for 6% and the state colleges and universities accounted for 24% of the upper division course enrollments.

The independent colleges and universities accounted for 70% of 12,045 course enrollments at the graduate level. The University of Maryland accounted for 18% and the state colleges and universities accounted for 12% of the graduate course enrollments.

As shown in Table 2 a number of community colleges do not offer off-campus instruction outside of their counties. Of those community colleges which do offer courses outside of their counties, Catonsville Community College (5935) and the Community College of Baltimore (2146), and Essex Community college (997) were the schools with the largest enrollments.

Table 3 shows off-campus course enrollments by level for the state colleges and universities and four campuses of the University of Maryland.

Within the state college and universities segment, Coppin State College (896), Bowie State College (874), and Frostburg State College (790) were the schools with the largest number of off-campus course enrollments. Thirty-three percent of the course enrollments were at the lower division level, 32% were at the upper division level and 35% were at the graduate level.

Within the University of Maryland segment, University College had the largest number of off-campus course enrollments (3533). Eight percent of the course enrollments were at the lower division level, 54% were at the upper division level and 38% were at the graduate level.

Table 4 shows off-campus course enrollments by level for the independent colleges and universities. Loyola College (6093) and the Johns Hopkins University (1516) were the schools with the largest number of off-campus enrollments. Five percent of the course enrollments were at the lower division level, 2% were at the upper division level and 93% were at the graduate level.

TABLE 1

1983-1984 Enrollments by Segment[1]

	Two-Year Public Colleges		State[2] Colleges		University of Maryland		Independent Colleges		Total	
	N	%	N	%	N	%	N	%	N	%
Lower Division	9243	81%	1294	11%	465	4%	406	4%	11408	100%
Upper Division	N/A	-	1234	24%	3532	70%	307	6%	5073	100%
Graduate	N/A	-	1360	12%	2492	28%	8193	70%	12045	100%
TOTAL	9243	32%	3888	14%	6489	23%	8906	31%	28526	100%

1 Enrollments are not unduplicated. Students may be enrolled in more than one course.

2 Includes Morgan State University.

TABLE 2

1983-1984 Off-Campus Course Enrollments by Level[1]
Two-Year Public Colleges

	Lower Division	
	N	%
Allegany	No Off-Campus Courses	
Anne Arundel	No Off-Campus Courses	
Catonsville	5935	100%
Cecil	11	100%
Charles	No Off-Campus Courses	
Chesapeake	No Off-Campus Courses	
Community College of Baltimore	No Off-Campus Courses	
Dundalk	2146	100%
Essex	138	100%
Frederick	997	100%
Garrett	No Off-Campus Courses	
Hagerstown	No Off-Campus Courses	
Harford	No Off-Campus Courses	
Howard	No Off-Campus Courses	
Montgomery - Germantown	No Off-Campus Courses	
Montgomery - Rockville	16	100%
Montgomery - Takoma Park	No Off-Campus Courses	
Prince George's	No Off-Campus Courses	
Wor-Wic	No Off-Campus Courses	
TOTAL	9243	100%

1 Enrollments are not unduplicated. Students may be enrolled in more than one course.

TABLE 3

1983-1984 Off-Campus Course Enrollment by Level[1]

Four-Year Public Colleges and Universities

	Lower Division		Upper Division		Graduate		Total	
	N	%	N	%	N	%	N	%
Bowie	110	13%	322	37%	442	50%	874	100%
Coppin	636	71%	260	29%	0	---	896	100%
Frostburg	0	---	38	5%	752	95%	790	100%
Salisbury	0	---	16	13%	111	87%	127	100%
Towson	162	55%	105	35%	28	10%	295	100%
Univ. of Balto.	0	---	171	86%	27	14%	198	100%
Morgan	386	55%	322	45%	0	---	708	100%
St. Mary's			- No Off-Campus Courses -					
State Colleges Total	1294	33%	1234	32%	1360	35%	3888	100%
UMAB	0	---	12	6%	174	94%	186	100%
UMBC			- No Off-Campus Courses -					
UMCP	433	16%	292	11%	2009	73%	2734	100%
UMES	0	---	0	---	36	100%	36	100%
UMUC	32	1%	3228	91%	273	8%	3533	100%
UM Total	465	8%	3532	54%	2492	38%	6489	100%
TOTAL	1759	17%	4766	46%	3852	37%	10377	100%

[1] Enrollments are not unduplicated. Students may be enrolled in more than one course.

TABLE 4

1983-1984 Off-Campus Course Enrollments by Level[1]

Independent Colleges and Universities

	Lower Division		Upper Division		Graduate		Total	
	N	%	N	%	N	%	N	%
Baltimore Hebrew College			- No Off-Campus Courses -					
Capitol Inst. of Tech.	225	79%	61	21%	0	---	286	100%
Columbia Union	75	29%	185	71%	0	---	260	100%
Eastern Christian College			- No Off-Campus Courses -					
Goucher College			- No Off-Campus Courses					
Hood College	0	---	0	---	156	100%	156	100%
Johns Hopkins University	18	1%	0	---	1498	99%	1516	100%
Loyola College	0	---	0	---	6093	100%	6093	100%
Md. Inst. College of Art			- No Off-Campus Courses -					
Mt. St. Mary's College	0	---	0	---	43	100%	43	100%
Ner Isreal Rabbinical			- No Off-Campus Courses -					
College of Notre Dame			- No Off-Campus Courses -					
Peabody Institute			- No Off-Campus Courses -					
St. John's College			- No Off-Campus Courses -					
St. Mary's Seminary & Univ.	0	---	0	---	403	100%	403	100%
Sojourner-Douglass			- No Off-Campus Courses -					
Washington College			- No Off-Campus Courses -					
Washington Bible College	88	59%	61	41%	0	---	149	100%
Wash. Theological Union			- No Off-Campus Courses -					
Western Maryland College			- No Off-Campus Courses -					
Hagerstown Business College			- No Off-Campus Courses -					
Md. College of Art & Design			- No Off-Campus Courses -					
Villa Julie College			- No Off-Campus Courses -					
TOTAL	406	5%	307	2%	8193	93%	8906	100%

[1] Enrollments are not unduplicated. Students may be enrolled in more than one course.

TABLE 5

1983-1984 Off-Campus Course Enrollments by Major Area[1]

Lower Division

	Community Colleges		State Colleges[2] & Universities		University of Maryland		Independent Colleges		Total	
	N	%	N	%	N	%	N	%	N	%
01 Agriculture	0	---	0	---	0	---	0	---	0	---
04 Biological Science	505	86%	55	9%	0	---	27	5%	587	100%
05 Business	131	72%	33	18%	0	---	18	10%	182	100%
06 Communications	0	---	0	---	0	---	0	---	0	---
07 Computer Science	0	---	1	1%	95	99%	0	---	96	100%
08 Education	140	50%	94	34%	0	---	45	16%	279	100%
09 Engineering	0	---	0	---	353	100%	0	---	353	100%
10 Fine Arts	235	76%	74	24%	0	---	0	---	309	100%
11 Languages	0	---	20	100%	0	---	0	---	20	100%
12 Health Professions	59	100%	0	---	0	---	0	---	59	100%
14 Law	37	100%	0	---	0	---	0	---	37	100%
15 Letters	1452	86%	234	14%	0	---	0	---	1686	100%
17 Math	665	76%	174	21%	8	3%	0	---	847	100%
19 Physical Science	170	76%	14	6%	9	4%	30	14%	223	100%
20 Psychology	638	75%	210	25%	0	---	0	---	848	100%
21 Public Administration	100	86%	16	14%	0	---	0	---	116	100%
22 Social Science	1003	75%	337	25%	0	---	0	---	1340	100%
23 Theology	35	21%	0	---	0	---	128	79%	163	100%
49 Transfer/Inter-Disciplinary	306	91%	32	9%	0	---	0	---	338	100%
50 Business Tech.	1583	100%	0	---	0	---	0	---	1583	100%
51 Data Processing Tech.	1029	100%	0	---	0	---	0	---	1029	100%
52 Health Tech.	298	100%	0	---	0	---	0	---	298	100%
53 Engineering Tech.	162	50%	0	---	0	---	161	0	323	100%
54 Natural Science Tech.	123	100%	0	---	0	---	0	---	123	100%
55 Public Service	572	100%	0	---	0	---	0	---	572	100%
TOTAL	9243	81%	1294	11%	465	4%	409	4%	11411	100%

[1] Enrollments are not unduplicated. Students may be enrolled in more than one course.

[2] Includes Morgan State University.

TABLE 6

1983-1984 Off-Campus Course Enrollments by Major Area[1]

Upper Division

	State Colleges & Universities		University of Maryland		Independent Colleges		Total	
	N	%	N	%	N	%	N	%
04 Biological Sciences	42	46%	49	54%	0	---	91	100%
05 Business	384	20%	1550	80%	0	---	1934	100%
06 Communications	0	---	53	100%	0	---	53	100%
07 Computer Science	0	---	676	100%	0	---	676	100%
08 Education	51	13%	321	83%	16	4%	388	100%
09 Engineering	0	---	78	56%	61	44%	139	100%
10 Fine Arts	14	100%	0	---	0	---	14	100%
11 Foreign Languages	14	100%	0	---	0	---	14	100%
12 Health Professions	85	45%	42	23%	60	32%	187	100%
13 Home Economics	0	---	0	---	0	---	0	---
15 Letters	102	29%	212	59%	43	12%	357	100%
16 Information Science	0	---	44	100%	0	---	44	100%
17 Mathematics	62	100%	0	---	0	---	62	100%
19 Physical Science	0	---	24	63%	14	37%	38	100%
20 Psychology	32	20%	126	80%	0	---	158	100%
21 Public Administration	150	55%	123	45%	0	---	273	100%
22 Social Science	298	54%	226	41%	28	5%	552	100%
23 Theology	0	---	8	12%	58	88%	66	100%
49 Transfer/Inter-Disciplinary	0	---	0	---	0	---	0	---
TOTAL	1234	24%	3532	70%	280	6%	5046	100%

1 Enrollments are not unduplicated. Students may be enrolled in more than one course.

OFF-CAMPUS ENROLLMENTS BY FIELD OF STUDY

Table 5 shows that among the community colleges, the fields with the largest number of course enrollments were Letters, Social Science, Data Processing Technology, and Business Technology. Among the state colleges and universities the fields with the largest number of course enrollments were Social Science and Psychology. Computer Science and Engineering were the fields with the largest number of course enrollments within University of Maryland. Engineering Technology, Education, and Theology were the fields with the largest number of course enrollments in the independent colleges and universities.

Table 6 shows that at the upper division level Business, Computer Science and Social Science were the fields with the largest number of off-campus course enrollments. Among the state colleges and universities Business and Social Science were the fields with the largest number of course enrollments. Business and Computer Science were the fields with the largest number of course enrollments in the University of Maryland. Engineering, Health Professions and Letters were the fields with the largest number of course enrollments in the independent colleges and universities.

Table 7 shows that at the graduate level Education, Business and Psychology were the fields with the largest number of course enrollments. Within the state colleges and universities Business and Education were the fields with the largest number of course enrollments. Within the University of Maryland, Education was the field with the largest number of course enrollments. Business and Psychology were the fields with the largest number of course enrollments in the independent colleges and universities.

TABLE 7

1983-1984 Off-Campus Course Enrollments by Major Area[1]

Graduate

	State Colleges[2] & Universities		University of Maryland		Independent Colleges		Total	
	N	%	N	%	N	%	N	%
04 Biological Sciences	0	---	0	---	0	---	0	---
05 Business	701	16%	229	5%	3511	79%	4441	100%
06 Communications	0	---	0	---	0	---	0	---
07 Computer Science	0	---	257	100%	0	---	257	100%
08 Education	442	19%	1239	52%	703	29%	2384	100%
09 Engineering	0	---	390	19%	1622	81%	2012	100%
12 Health Professions	0	---	112	57%	83	43%	195	100%
13 Home Economics	0	---	0	---	0	---	0	---
16 Library Science	0	---	78	100%	0	---	78	100%
17 Mathematics	0	---	62	100%	0	---	62	100%
19 Physical Science	0	---	10	100%	0	---	10	100%
20 Psychology	190	9%	0	---	2022	91%	2212	100%
21 Public Administration	27	19%	115	81%	0	---	142	100%
22 Social Science	0	---	0	---	305	100%	305	100%
23 Theology	0	---	0	---	0	---	0	---
49 Transfer/Inter-Disciplinary	0	---	0	---	52	100%	52	100%
TOTAL	1360	11%	2492	21%	8298	68%	12150	100%

1 Enrollments are not unduplicated. Students may be enrolled in more than one course.

2 Includes Morgan State University.

OFF-CAMPUS ENROLLMENTS BY TYPE OF SITE

Table 8 shows off-campus course enrollments by type of site. Stastewide, 60% of the course enrollments were in educational settings, 26% were in other types of sites such as staste government buildings, local government buildings, hospitals, libraries or churches, 6% were in business/industrial sites, 5% were in Army or Air Force Bases, 1% was in Federal sites and 2% were in Naval Installations.

Within the community colleges, 65% of the course enrollments were located in educational sites, 33% were in other kinds of sites, 2% were in business or industrial sites, in Army or Air Force Bases, or federal installations.

Among the state colleges and universities, 47% of the course enrollments were in other types of sites, 43% of the course enrollments were in educational sites, 8% were in Army or Air Force Bases, and 2% were in business and/or industrial settings.

Forty-one percent of the course enrollments within the University of Maryland were in educational sites, 16% were in Army or Air Force Bases, 16% were in other types of sites, 9% were in Naval Installations, 12% were in business or industrial sites, 6% were in Federal sites.

Among the independent colleges and universities, 74% of course enrollments were in educational sites and 19% of course enrollments were conducted at miscellaneous sites.

TABLE 8

1983-1984 Off-Campus Course Enrollments by Type of Site[1]

	Educational		Business/ Industrial		Federal		Army/Air Force Bases		Naval Installations		Other		Total	
	N	%	N	%	N	%	N	%	N	%	N	%	N	%
Catonsville	5839	98%	96	2%	0	---	0	---	0	---	0	---	5935	100%
Cecil	11	100%	0	---	0	---	0	---	0	---	0	---	11	100%
Charles	0	---	0	---	0	---	0	---	0	---	0	---	0	---
Comm. Coll. Balt.	114	5%	0	---	0	---	0	---	0	---	2032	95%	2146	100%
Dundalk	80	56%	23	17%	0	---	0	---	0	---	35	25%	138	100%
Essex	0	---	0	---	0	---	50	5%	0	---	947	95%	997	100%
Garrett	0	---	0	---	0	---	0	---	0	---	0	---	0	---
Mont. (Rockville)	0	---	0	---	16	100%	0	---	0	---	0	---	16	100%
Comm. Coll. Total	6044	65%	119	1%	16	.5%	50	.5%	0	---	3014	33%	9243	100%
Bowie	453	52%	0	---	0	---	313	36%	0	---	108	12%	874	100%
Coppin	0	---	0	---	0	---	0	---	0	---	896	100%	896	100%
Frostburg	790	100%	0	---	0	---	0	---	0	---	0	---	790	100%
Salisbury	127	100%	0	---	0	---	0	---	0	---	0	---	127	100%
Towson	48	16%	0	---	0	---	0	---	0	---	247	84%	295	100%
Univ. of Balt.	93	47%	78	39%	0	---	0	---	0	---	27	14%	198	100%
Morgan	156	22%	0	---	0	---	0	---	0	---	552	78%	708	100%
State Coll. Total	1667	43%	78	2%	0	---	313	8%	0	---	1830	47%	3888	100%
UMAB	0	---	0	---	0	---	0	---	0	---	186	100%	186	100%
UMCP	1316	48%	671	25%	349	13%	48	2%	339	12%	0	---	2723	100%
UMES	36	100%	0	---	0	---	0	---	0	---	0	---	36	100%
UMUC	1334		94				994		266		856		3544	100%
UM Total	2686	41%	765	12%	349	6%	1042	16%	605	9%	1042	16%	6489	100%
Capitol Inst.	61	21%	0	---	0	---	0	---	0	---	225	78%	286	100%
Columbia Union	260	100%	0	---	0	---	0	---	0	---	0	---	260	100%
Hood	156	100%	0	---	0	---	0	---	0	---	0	---	156	100%
Johns Hopkins	1516	100%	0	---	0	---	0	---	0	---	0	---	1516	100%
Loyola	4329	71%	677	11%	0	---	0	---	0	---	1087	18%	6093	100%
Mt. St. Mary's	43	100%	0	---	0	---	0	---	0	---	0	---	43	100%
St. Mary's Sem.	202	50%	0	---	0	---	0	---	0	---	201	50%	403	100%
Washington Bible	0	---	0	---	0	---	0	---	0	---	149	100%	149	100%
Independent Total	6567	74%	677	7%	0	---	0	---	0	---	1662	19%	8906	100%
TOTAL	16964	60%	1639	6%	365	1%	1405	5%	605	2%	7548	26%	28526	100%

[1] Enrollments are not unduplicated. Students may be enrolled in more than one course.

COURSES BY TYPE OF FACULTY

Table 9 shows off-campus courses by type of faculty. The numbers are not unduplicated; faculty may have taught more than one course.

Statewide, 55% of the off-campus courses were taught by regular on load faculty, 7% were taught by regular over load faculty and 38% were taught by adjunct faculty.

In the community colleges, 63% of the off-campus courses were taught by regular on load faculty, 3% were taught by regular over load faculty and 34% were taught by adjunct faculty. Within the state colleges and universities, 15% of the off-campus courses were taught by regular on load faculty, 20% were tught by regular over load faculty, and 65% were taught by adjunct faculty.

Eighty-one percent of the off-campus courses were taught by regular on load faculty in the University of Maryland, 3% were taught by regular over load faculty and 16% were taught by adjunct faculty.

Forty percent of the off-campus courses were taught by regular on load faculty in the independent colleges and universities, 7% were taught by regular over load faculty and 53% were taught by adjunct faculty.

TABLE 9

1983-1984 Off-Campus Courses by Type of Faculty[1]

	Regular On Load		Regular Over Load		Adjunct		Total	
	N	%	N	%	N	%	N	%
Catonsville	270	93%	0	---	20	7%	290	100%
Cecil	0	---	2	100%	0	---	2	100%
Comm. Coll. of Balt.	0	---	0	---	83	100%	83	100%
Dundalk	0	---	4	36%	7	64%	11	100%
Essex	13	22%	5	8%	42	78%	60	100%
Montgomery - Rockville	0	---	0	---	2	100%	2	100%
Community College Total	283	63%	11	3%	154	34%	448	100%
Bowie	17	24%	8	11%	46	65%	71	100%
Coppin	3	4%	16	23%	52	73%	71	100%
Frostburg	30	23%	14	11%	85	66%	129	100%
Salisbury	3	33%	6	67%	0	---	9	100%
Towson	0	---	7	32%	15	68%	22	100%
Univ. of Balt.	2	17%	2	17%	8	66%	12	100%
Morgan	4	6%	22	31%	45	63%	71	100%
State College Total	59	15%	75	20%	251	65%	385	100%
UMAB	128	100%	0	---	0	---	128	100%
UMCP	521	95%	16	3%	9	2%	546	100%
UMES	10	100%	0	---	0	---	10	100%
UMUC	29	17%	6	4%	131	79%	166	100%
UM Total	688	81%	22	3%	140	16%	850	100%
Capitol Tech.	0	---	0	---	40	100%	40	100%
Columbia Union	5	26%	5	26%	9	48%	19	100%
Hood	4	40%	4	40%	2	20%	10	100%
Johns Hopkins	16	20%	0	---	66	80%	82	100%
Loyola	202	47%	33	7%	199	46%	434	100%
Mt. St. Mary's	0	---	1	25%	3	75%	4	100%
St. Mary's Sem. & Univ.	5	19%	4	15%	17	66%	26	100%
Washington Bible	22	92%	0	---	2	8%	24	100%
Independent Total	254	55%	155	7%	883	38%	2322	100%
TOTAL	1284	55%	155	7%	883	38%	2322	100%

[1] Numbers are not unduplicated. Faculty may teach more than one course.

APPENDIX A

INSTRUCTIONS FOR COMPLETING

SBHE REPORT OF OFF-CAMPUS CREDIT INSTRUCTION

General Information: Each institution (and campus of multi-campus institutions) offering programs and/or courses at off-campus sites should complete the Report of Off-Campus Credit Instruction for each location. Community colleges should submit reports only for those sites outside of their service areas. Copies of promotional materials used should be attached to the completed forms.

Institutions which did not offer off-campus courses and/or programs during the reporting period should complete only Section I, Questions A and return to SBHE.

Parts I and II - General and Programmatic Data - These data are to be collected or updated annually for each site where programs or course work is offered.

Part III - Off-Campus Course Listing - List all credit courses offered at the site described in Parts I and II during the previous academic year.

Course Level - Indicate course level by inserting the appropriate number from the code listed at the bottom of the form. For the purposes of this survey, lower division courses are defined as those courses designed to comprise the first two years of a four-year curriculum, a two-year transfer curriculum, or are offered as part of a terminal two-year curriculum. Upper division sources are defined as those courses designed to comprise the third and fourth years of a four-year curriculum. All courses designed to comprise post-baccalaureate curricula should be reported as graduate level. For the purpose of this survey, student level is not to be used as a determinant for indicating course level.

Course Number and Title - Report as listed in your schedule of courses or catalog.

Credit Hours - Indicate the number of credit hours awarded to a student who successfully completes the course. Please indicate if these are semester hours or quarter hours of credit.

Headcount Enrollment - The total number of students enrolled in the course.

Faculty - Indicate the status of the faculty who taught the course by inserting the appropriate number from the code listed at the bottom of the form. Indicate whether the course was taught by a regular faculty member teaching the course as a part of his or her normal workload, by a regular faculty member teaching it on an overload basis, or by an adjunct member hired specifically to teach the course.

If there are questions regarding the completion of these forms, please contact:

Joseph T. Durham
State Board for Higher Education
16 Francis Street, Jeffrey Building
Annapolis, Maryland 21401
(301) 269-2971

STATE BOARD FOR HIGHER EDUCATION

ANNUAL REPORT OF OFF-CAMPUS CREDIT INSTRUCTION

Part I - General Information

A. Name of Institution: _____

Address: _____

____ Offers no off-campus credit instruction.

B. Individual completing this form: _____

Title: _____

Telephone Number: _____

C. Site Location:

_____ _____ _____
(Firm/Agency/Etc.) (City or Town) (County)

D. Date instruction first offered at this site: _____

E. Is there a full-time administrator at this site? ____ Yes ____ No

Is there a part-time administrator at this site? ____ Yes ____ No

F. Are the admission requirements for this off-campus site the same as for your campus?

For undergraduates ____ Yes ____ No

For graduates ____ Yes ____ No

G. Are degree seeking students required to complete a residency requirement?

____ No ____ Yes; if yes, please describe: _____

_____

_____

H. Describe what library resources and special instruction facilities (computers, etc.) are available to students at this site.

_____

_____

I. Does your institution award credit for prior learning or credit by examination to students enrolled at this off-campus site?

____ No ____ Yes; if yes, please describe the process. (Example: CLEP, Portfolio evaluation)

_____

_____

J. Are advisement services provided at this site?

____ No ____ Yes; if yes, please describe _____

_____

Part II - Program Information

A. Course work only offered at this site ____; complete Part III (course listing).

B. Programs offered at this site:

Major Area(s)	HEGIS Code(s)	Degree Level(s)	Proportion of Course Work Available
(Ex.) Special Educ.	0808	Bachelors	75%
		Masters	90%

PART III - COURSE INFORMATION

Fall 19__

Institution: _____ Total Enrollment at this Site in Fall 19__ _____

Site Location: _____

(See attached instructions for further explanation of codes.)

Course Level (Use Code Below)	HEGIS Code	Course Number and Title	Headcount Enrollment	Faculty (Use Code Below)

COURSE LEVEL CODE
1 = Lower Division
2 = Upper Division
3 = Graduate

FACULTY CODE
1 = Regular, on load
2 = Regular, overload
3 = Adjunct

PART III - COURSE INFORMATION

Spring 19__

Institution: _____ Total Enrollment at this Site in Spring 19__ _____

Site Location: _____

(See attached instructions for further explanation of codes.)

Course Level (Use Code Below)	HEGIS Code	Course Number and Title	Headcount Enrollment	Faculty (Use Code Below)

COURSE LEVEL CODE
1 = Lower Division
2 = Upper Division
3 = Graduate

FACULTY CODE
1 = Regular, on load
2 = Regular, overload
3 = Adjunct